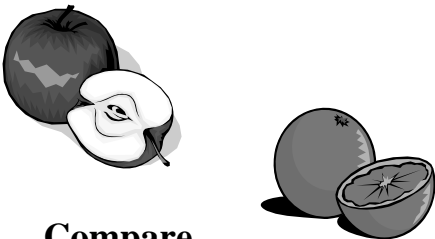


What if the school offers programs via distance education?

Some schools offer programs or courses via mail, internet or television. Although often convenient, participation in legitimate offerings of this type usually requires self-discipline and an expenditure of time that is similar to that required by classroom offerings. While you may not be able to visit distance education providers, you can still request information about curriculum, faculty, preparation for employment, student success, accreditation and professional licensure and certification.



Compare programs.

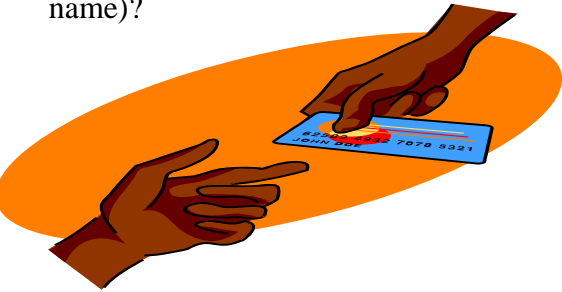
Find out which other schools offer similar programs. Compare accreditation, length, schedule, cost, content, transferability, placement rates, financial aid availability, and other factors that are important to you.

Find out about transferring courses.

If you have taken courses that you would like to transfer to a new program, take a copy of your transcript to the admissions office when you visit. Courses you have taken will not automatically transfer to your new program. The receiving institution will decide whether it will accept any credits in transfer.

If you think you might want to use coursework from the institution you are considering to count toward a program at another institution later, contact possible future institutions and ask the admissions or registrar's office the following:

- ❖ What kinds of institutions do you regularly accept credits from?
- ❖ What kind of information is considered when deciding acceptance of credits from other institutions?
- ❖ Have you accepted credits from (school name)?



Find out if students have filed complaints against the institution.

The South Carolina Commission on Higher Education accepts complaints about institutions it licenses. Call and licensing staff will provide general information regarding formal complaints. Other agencies or organizations that may provide information regarding complaints are the institution's accrediting agency, your local Better Business Bureau, or the SC Department of Labor, Licensing & Regulation (all area code 803): auctioneer 896-4494, barber 896-4585, cosmetology 896-4588, real estate 896-4457.

Other resources for information:

Campus-Free College Degrees, by Marcie Kisner Thorson, ISBN 0-916277-22-4

External Degrees in the Information Age, Legitimate Choices, 1997, Oryx Press, telephone (602) 265-2651 ISBN 0-89774-997-9

The Adult Learner's Guide to Alternative and External Degree Programs, by Eugene Sullivan, ISBN 0-89774-815-8

The Independent Study Catalog, published by Peterson's Guides, Princeton, NJ (609) 243-9111 ISBN 0-76890-008-5

Institution and Recognized Accrediting Agency Directories:

United State Department of Education

<http://www.ed.gov/admins/finaid/accred/index.html>

Council for Higher Education Accreditation

<http://www.chea.org/>

General Information about Postsecondary Education:

www.electroniccampus.org

www.petersons.com

Diploma Mill Information:

www.degree.net

www.degree.net/html/diploma_mills.html

www.quackwatch.org/04ConsumerEducation/dm0.html

<http://www.osac.state.or.us/oda/>

http://www.chea.org/pdf/fact_sheet_6_diploma_mills.pdf

Is This A Good School?

Strategies to help evaluate the quality of postsecondary educational programs and schools.

Thinking of learning a new job skill
or
enrolling in a non-traditional degree program?



Beware of misleading advertising about educational opportunities that sound too good to be true.

For more information contact:
Nonpublic Postsecondary Institution Licensing
SC Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201

Phone (803) 737-2260
Fax (803) 737-2297
E-mail reshleman@che.sc.gov
Website <http://www.che.sc.gov/>

Help is available . . .

Commission on Higher Education staff has ready access to directories of recognized accrediting agencies, accredited institutions, and licensing officials in other states. Call and ask for help with your inquiry!



Is the institution operating legally?

State law requires that the SC Commission on Higher Education license most private institutions. Licensed institutions are required to meet minimal standards and provide accurate and useful information to prospective and current students. The Commission licenses schools that offer credit bearing courses or programs that prepare students for an occupation such as:

Bartender, Pet Groomer, Massage Therapist, Model, Nurse Assistant, Paralegal, Tax Return Preparer, and Travel Agent.

Some institutions are required to seek licensure with other state agencies. These include cosmetology, barbering, truck driving, and real estate schools. South Carolina's public technical colleges and state colleges and universities are exempt from licensure. The following other types of institutions, programs, and courses are also exempt from the Commission's oversight:

- Degree-granting institutions chartered in SC before 1953
- Religious or theological institutions
- Recreational and personal development training
- Noncredit employer sponsored employee-training programs
- Noncredit intensive review test preparation courses

Is the institution accredited?

Accreditation is a nongovernmental, voluntary, peer evaluation process. To become accredited by an appropriately recognized accrediting agency, institutions and programs must show that they meet certain standards established by the accrediting agency.



"Institutional" accrediting agencies establish standards for the entire institution. "Program" or "specialized" accrediting agencies establish standards that apply to programs, departments, or schools for specific fields of study such as nursing or engineering.

Accreditation does not provide automatic acceptance by an institution of credit earned at another institution, nor does it give assurance of acceptance of graduates by employers.

The US Department of Education reviews and recognizes accrediting agencies. Accreditation by a USDE recognized accrediting agency is one criterion for institutional eligibility for Federal funds. Another indicator of credibility for accrediting agencies is membership with the Council for Higher Education Accreditation (CHEA). CHEA is a nongovernmental organization that evaluates and recognizes the work of its member accrediting agencies.

To find out if an institution has recognized accreditation, get the name of the agency that accredits the institution. Then check the name of the agency on the CHEA and USDE online directories listed in this brochure.

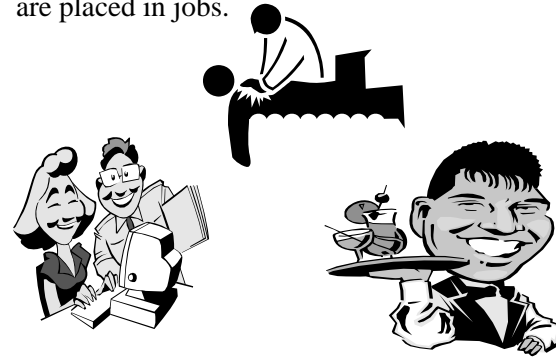
Will employers accept the training as preparation for employment?



Call the human resources departments of some organizations in the field you would like to enter. Ask what credentials they look for in prospective employees. Do they recognize certifications from trade schools? If so, which ones? Ask, too, if openings in the field are plentiful.

What preparation do you need for a particular occupation?

Is there a specific educational level required to obtain an entry-level position in the field that you would like to enter? Contact professional licensure agencies or certification organizations and ask what is needed to achieve licensure or certification. Ask if graduates from the institution you are considering are eligible for licensure or certification. Find out how many graduates from the institution applied for licensure or certification and received it. If licensure or certification is required for the field you would like to enter, request the percentage of students who pass their licensing exams and are placed in jobs.



Visit the school.

Visit the school you are considering. Don't assume that you have to sign an enrollment agreement while you are there. While you are at the school, do the following:

⇒Get a copy of the school catalog.

⇒Look at equipment and facilities. Are the facilities and equipment up-to-date? Is equipment similar to equipment that you will be using on the job? Are suitable library resources available to you?

⇒Sit in on a class or two. Do the instructors seem knowledgeable? Are the students participating in classroom activities? What kind of work are the students doing?

⇒Talk to current students in the program you are considering. How long have they been in school? Do they like the program? Are they learning what they need to know to get a job? What is their opinion of the instructors? Do the instructors spend time with the students to be sure they understand the material? How much time do they spend studying outside class? Have they had any problems with the school, the instructors, or the classes? What do they like most about the school/program? What do they like least about the school/program?

⇒Talk with some instructors in the program you are considering. How long have they been teaching at the school? Do they teach full-time or part-time? What kinds of activities are they involved in that relate to the field of study? What kind of background do they have in the field?